

Contractor Training Day Workshop Registration October 22, 2004

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn.: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360-902-5292

Name	
Address	
City	State ZIP+4
Phone ()	E-mail address
Company (optional)	

Select one class in each time frame by checking the correct box.

PLEASE Make Copy of this registration for you reference at the workshop.

Time	Room	Course title	
8:30 AM	<input checked="" type="checkbox"/>	Registration in Student Lounge	
9:00 AM	<input type="checkbox"/>	Lecture Hall	New Contractor Overview 1 Hour 15 Minutes
	<input type="checkbox"/>	Carpentry Loft	Minimum Wage, Overtime and Meal & Rest Periods
	<input type="checkbox"/>	Student Lounge upstairs	Risk Management
	<input type="checkbox"/>	Core Building	What Safety Rules Apply to my Business
	<input type="checkbox"/>	Boat Loft	General Liability Insurance - "The Perfect Storm"
	<input type="checkbox"/>	Portable B	Tips on Handling the Difficult Customer
	<input type="checkbox"/>	Portable A	Safety & Health Awareness for Employers of Non-English Speaking Employees (Spanish)
10:30 AM	<input type="checkbox"/>	Lecture Hall	Asbestos Overview 1 Hour 30 Minutes
	<input type="checkbox"/>	Carpentry Loft	Minimum Wage, Overtime and Meal & Rest Periods
	<input type="checkbox"/>	Student Lounge upstairs	Controlling your Industrial Insurance Costs, the Claims Overview
	<input type="checkbox"/>	Core Building upstairs	Accident Prevention / Safety
	<input type="checkbox"/>	Boat Loft	Saving Money on Unemployment Premiums
	<input type="checkbox"/>	Portable B	Federal Certification
	<input type="checkbox"/>	Portable A	Resolving Conflict
Noon	<input checked="" type="checkbox"/>	Lunch - On your own	
1:00 PM	<input type="checkbox"/>	Lecture Hall	New Contractor Overview 1 Hour 15 Minutes
	<input type="checkbox"/>	Carpentry Loft	Hiring an Independent Contractor/Prime Contractor Liability
	<input type="checkbox"/>	Student Lounge upstairs	Risk Management
	<input type="checkbox"/>	Core Building	Accident Prevention / Safety
	<input type="checkbox"/>	Boat Loft	State Taxes - Sales, Use & B&O
	<input type="checkbox"/>	Portable B	Small Business Planning Made Easy
	<input type="checkbox"/>	Portable A	Electrical - Licensing & 101 *
2:30 PM	<input type="checkbox"/>	Lecture Hall	Bidding, Estimating and the Bottom Line 55 Minutes
	<input type="checkbox"/>	Carpentry Loft	Prevailing Wage
	<input type="checkbox"/>	Student Lounge upstairs	Controlling your Industrial Insurance Costs, the Claims Overview
	<input type="checkbox"/>	Core Building	Taxes and the Small Construction Contractor
	<input type="checkbox"/>	Boat Loft	State Taxes - Sales, Use & B&O
	<input type="checkbox"/>	Portable B	How Retro Can Work For You
	<input type="checkbox"/>	Portable A	Plumbing Contractors - What You Should Know *
3:30 PM	<input type="checkbox"/>	Lecture Hall	Effective Marketing for Contractors 1 Hour
	<input type="checkbox"/>	Carpentry Loft	Hiring an Independent Contractor/Prime Contractor Liability
	<input type="checkbox"/>	Student Lounge upstairs	Workers Compensation 101
	<input type="checkbox"/>	Core Building	Taxes and the Small Construction Company
	<input type="checkbox"/>	Boat Loft	Saving Money on Unemployment Premiums
	<input type="checkbox"/>	Portable B	Have you done your weeklies? Toolbox talk

☐ Please add my E-mail address to L&I List Serve to Receive - Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other

**Classes will be located in the Seattle Central Community College
Wood Construction Center
2310 S Lane St.
Seattle WA 98144**

☐ Yes, I'm interested in Plumbing Continuing Education Credit



Free Training for Construction Contractors

**Where: Seattle Central Community College, Wood Construction Center
2310 S. Lane Street, Seattle WA 98144**

**When: October 22, 2004, 8:30am - 4:30pm
Registration begins at 8:30am**

- * Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- * Do you need to **update** your Accident Prevention plan?
- * Would you like to learn how to **avoid common customer complaints**?
- * Do you know **what to do** if you have an employee who is injured on the job?
- * Are you having **issues surrounding** your **General Liability Insurance**?

All of the experts that can answer these questions and many more have been gathered together to bring you this Construction Contractor Training Day.

Course Descriptions and Presenters

Prevailing Wage - Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates - where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Cindy Hanson, Prevailing Wage Technical Specialist, a 23 year Labor and Industries veteran with 10 years in prevailing wage.

Safety and Health Awareness for Employers of Non-English Speaking Employees - What lack of training is costing you, free resources to help you train, understand and improve the safety for these workers. Class will be presented by Manolo Zaldivar, Bilingual (Spanish/English) Safety Consultant and 5 year veteran with L&I, WISHA Division. Manolo has approximately 9 years working with employees and employers in the construction industry.

Controlling Your Industrial Insurance Costs - The Claims Process - Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Diane Doherty, Risk Manager 17 year L&I veteran and Gail Richardson, Claims Unit Supervisor, Labor and Industries.

New Contractor Overview - Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Technical Specialist for Contractor Registration and Plumber Certification at Labor and Industries.

Minimum Wage, Overtime and Meal & Rest Periods - Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Janis Kerns, Industrial Relations Technical Specialist 21 year Labor and Industries veteran.

Tips on Handling the Difficult Customer - The Better Business Bureau fields more inquiries and complaints in the Construction Industry than any other. This seminar will cover common consumer questions and complaints, business tips, and the dispute resolution process. Presented by Erin May, Public Relations Manager of the Better Business Bureau.

Asbestos Overview - Asbestos has been used in over 3,000 building materials and may be a hazard during renovation or demolition work in any existing structure. We will review state requirements for evaluating asbestos hazards and contractor responsibilities for proper handling of asbestos in their worksheets and providing reference tools. Presented by John Stubbiness, Industrial Hygienist, a 6-year L&I veteran with 11 years experience in building inspections, abatement planning and overseeing asbestos abatement work.

Tax Issues for Small Construction Companies - Do you know whether your workers are independent contractors or employees? Do you know the proper forms to file for your independent contractors? Learn valuable information for general contractors and subcontractors including how to properly classify your workers, when Form 1099-MISC is required and how to fill it out, benefits of filling Form, 1099-MISC, how to avoid penalties and easy ways to file. Presented by Maria Andrews, IRS Bilingual Senior Tax Specialist and 10 years Internal Revenue Service Veteran and Richard Panick, IRS Senior Tax Specialist and 14 year IRS veteran.

Workers Compensation 101 - Learn about the underwriting aspects of establishing and maintaining your workers compensation account, correct risk classification assignments, processing your quarterly report for premiums, rate adjustments and establishing the employer-employee relationships to claims. Presented by Faye Lee, Policy Management Supervisor, a 15 year L&I veteran and a 20-year veteran of the independent insurance industry.

How Retro Can Work for You! - What is the Retrospective Rating Program? History, rules and how your company can benefit from a Retro program. Explain how refunds of Industrial Insurance can be obtained and how a good safety program impacts how much your return will be. Presented by Ann Jarvis, Vice President of Safety and Education for Associated Builders and Contractors, Inc (ABC) a 30 year construction industry veteran and Linda Browning, Safety Director and Human Resources Manager with Kirtley-Cole Associates, Inc and a 12 year construction industry veteran.

Course Descriptions and Presenters, continued

Saving Money on your Unemployment Insurance Costs - Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Dept. of Employment Security's - Cathy Pertrie, Unemployment Tax Administrator with over 25 years of experience, including 10 years as the Manager of the Bellevue District office.

What Safety Rules Apply to My Business - Overview of Chapter 296 -155 WAC - Safety Standards for construction work, resources, tools and related standards. Presented by Victoria Myles, Labor and Industries Safety Consultant, 10 year L&I veteran, with 17 years of construction experience.

Accident Prevention Plans / Safety - How can a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program, idea's to develop a "Safety Culture" in your workplace, and other assistance. Presented by Victoria Myles, Labor and Industries Safety Consultant a 10 year veteran with 17 years in the construction industry and Victor Aguilar, L&I Safety Consultant a 6 year construction industry veteran.

Have you done your weeklies? - Toolbox talks and job site inspections - a "how-to" guide for contractors. Review of the basics of how to do weekly job site inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Presented by John Carlson, Safety Director for Associated General Contractors and a 15-year construction safety professional and Mandi Kime, Assistant Safety Director for Associated General Contractors. VW/Mandi

Hiring "Independent Contractors" in Washington State - You may be an employer with requirement - and not know it. Understanding your requirement and responsibilities when hiring "independent contractors" can be confusing. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will learn the three questions to ask to determine whether or not someone you hire is considered your employee. You will also learn about your responsibilities for workers' compensation premiums on your subcontractors and how you can protect yourself.

Plumbing Contractors - What you need to know - Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Course Approved for continuing education hours.)

Electrical Licensing 101 - What electrical work can a general contractor perform and when must electrical work be subcontracted. What is "Grand fathering"? How do you file complaints? Presented by Faith Jeffrey, 14 year Labor & Industries veteran with 6 years as a Field Compliance Officer and current manager of the electrical compliance and audit section.

State Taxes and the General Contractor - Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue, presented by - Tax Payer Information Specialists with DOR's Taxpayer Information and Education Section.

Risk Management - Controlling your workers' compensation costs involves many aspects of your business, from hiring and training the right people for the right jobs, to your accident prevention and safety plans and appropriate and timely responses after an injury occurs. Presented by Diane Doherty, Risk Manager, Labor and Industries.

General Liability Insurance - "The Perfect Storm" - Discussion of the current challenges facing contractors in the insurance market and present options available to them. Presented by the Office of the Insurance Commissioner.

Federal Contract Dollars and Federal Certification - Information about different types of federal government certification programs so small business owners can take advantage of various federal government set aside programs. Information will also be provided about the HUBZone set aside certification program which is based on business location, not race or gender. Presented by Diana Drake, Western Washington 8(a) Small Business Development Program Manager and a 20 year US Small Business Administration veteran.

Small Business Planning Made Easy - Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Paul Hirz, Business Counselor with SCORE and former industrial marketing professional with Caterpillar Inc. and WABCO Construction and Mining Equipment.

Effective Marketing for Contractors - Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

Bidding, Estimating and your Bottom line - The crucial skills of bidding and estimating - know all the costs to make an accurate bid that will cover labor, supplies, taxes etc to ensure you have a profit built into each bid. Presented by Ray Gilbride, President of the National Subcontractors Association with over 20 years construction industry.

Resolving Conflict - Essential skills for understanding and resolving conflicts encountered in business. Build your negotiation and people skills. Presented by Steve Mason, Vice President of the National Subcontractors Association

Department of Labor & Industries
Specialty Compliance Services
Attn.: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400



Free Training for Construction Contractors

October 22, 2004 Seattle, Washington

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- * Do you need to **update** your Accident Prevention plan?
- * Would you like to learn how to **avoid common customer complaints**?
- * Do you know **what to do** if you have an employee who is injured on the job?
- * Lack a **Comprehensive Business Plan**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-two different classes on everything from marketing your business to safety training for non-English speaking employees to customer service issues.

The course has been approved for Plumbing Continuing Education Credit - see our Website for details;
www.Lni.ioa.gov/tradeslicensing
